



United States District Court
District of Minnesota

EMPLOYMENT OPPORTUNITY

Position:	Court Reporter to Sr. Judge Paul A. Magnuson
Location:	District of Minnesota St. Paul
Classification:	Court Reporter Salary Schedule, Level 1 to Level 5
Starting Salary:	\$73,501 to \$88,201–Depending on Qualifications
Closing Date:	Monday, August 11 th at 5:00 pm

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 senior district judges, 7 magistrate judges and a clerk's office staff of over 70.

Introduction

The United States District Court for the District of Minnesota is seeking applicants for an Official Court Reporter to office in St. Paul, Minnesota with periodic travel to Minneapolis, Duluth and Fergus Falls as required.

The Court Reporter performs court reporting services for all judicial proceedings. The position requires the ability to record verbatim testimony of court

proceedings, to read back any or all portions of the court record, to work well under pressure, produce transcripts within required time limitations and file transcripts according to statute.

Federal Law sets forth the Duties of Court Reporters. In addition duties are further defined by the Court Reporter Plan for the District of Minnesota.

Qualifications:

At least four years of court reporting experience in the freelance field or a combination of court and freelance experience, a listing on the registry of professional reporters of the National Court Reporters Association (NARA) and RPR certification. Successful candidate is a highly organized individual who exercises tact, judgment, poise, initiative and who maintains a professional appearance and demeanor at all times. Must be able to work with others in a team-based environment and possess the ability to communicate effectively, both orally and in writing. Merit and Realtime Certification are highly preferred. U.S. or allied country citizenship is required. Background check required.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court
Attn: Human Resources
300 S. 4th St, Suite 202
Minneapolis, MN 55415
hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required.

The Court is an Equal Opportunity Employer

